

Retention and Classification Report

Agency: Salt Lake City (Utah). Public Services. Parks Department.
Division of Maintenance (1066)
1965 West 500 South
Salt Lake City, UT 84101

Records Officer

06715	Landscaping blueprints and diagram files
06714	Shade tree contract case file
06713	Special park project file

AGENCY: Salt Lake City (Utah). Public Services. Parks Department. Division of Maintenance

SERIES: 6715

3

TITLE: Landscaping blueprints and diagram files

DATES: 1945-

ARRANGEMENT: None

ANNUAL ACCUMULATION: 0.60 cubic feet.

DESCRIPTION:

These blueprints and diagrams are received from architects concerning proposed changes in landscaping. They are used for park improvement purposes. These files include locations for planting trees, plants, or shrubs, irrigation systems showing location of lines, valves or spray heads for necessary repair work.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/1986

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until change occurs and then transfer to State Archives with authority to weed.

APPRAISAL:

These files may be used in historical research to trace the landscape changes in city parks.

AGENCY: Salt Lake City (Utah). Public Services. Parks Department. Division of Maintenance

SERIES: 6714

3

TITLE: Shade tree contract case file

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These files document the work of private contractors in trimming city's shade trees. They are used to verify that contractor is meeting his contract requirements. These files include copies of contracts, daily work assignments, address and number of trees trimmed each day, along with weekly summary of information, and monthly payment amounts.

RETENTION AND DISPOSITION AUTHORIZATION:

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APPROVED: 11/1986

FORMAT MANAGEMENT:

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Paper: Retain in Office for 4 years after expiration of contract and then destroy.

AGENCY: Salt Lake City (Utah). Public Services. Parks Department. Division of Maintenance

SERIES: 6713

3

TITLE: Special park project file

DATES: 1976-

ARRANGEMENT: Alphabetical by project

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These project files document specific Parks projects such as the Freedom Trail in Memory Grove, installation of Christmas lights, firework displays and installing banners on Main Street. They are used for budget purposes. These files include copies of supervisor's daily report (showing materials used, man hours worked, labor costs), correspondence, and any related information.

RETENTION AND DISPOSITION AUTHORIZATION:

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APPROVED: 11/1986

FORMAT MANAGEMENT:

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Paper: Retain in Office for 3 years and then destroy.